

**PINE HILLS YOUTH CORRECTIONAL FACILITY
DEPARTMENT OF CORRECTIONS**



JIM HUNTER SUPERINTENDENT

4 NORTH HAYNES AVE.

STATE OF MONTANA

TELEPHONE : (406) 232-1377
FAX: (406) 232-7432

MILES CITY, MONTANA 59301

Information on the Entry of Youth into the NCIC/CJIN System

In order to comply with NCIC and CJIN regulations, Pine Hills must have a minimum amount of information and documentation in order to enter an absconded youth into the computer system.

The following should be faxed to Pine Hills (406-233-2338):

1. A copy of the court order, adjudicating the youth to the Department of Corrections, which grants the Department supervisory authority over the youth.
2. A copy of the signed certificate to detain. Issued by Community Corrections for absconders; Issued by Pine Hills for escapes from the facility, from Riverside, or from transportation.
3. A completed NCIC/MT Wanted Person File Entry Sheet.

After the fax transmission is complete, please follow-up to 406-233-2300 to verify receipt of your fax.

Provide as much information as possible for the youth being entered. The fields on the Wanted Person File Entry Sheet are as follows:

OCA – (Pine Hills will assign a number to the certificate to detain upon receipt)

NIC – (left blank for Pine Hills to complete upon entry)

REQ – The initials of the officer requesting the entry.

Optional Indicators:

Caution: If checked, a detailed description of the reason for officer caution must accompany the entry.

Youth: Should be checked in every case.

Montana Only: If checked, the youth will be entered in Montana Only. A reason for excluding national entry should accompany the entry.

NAM: Last Name, First Name, Middle Name

DOB: Date of Birth

DOE: Date of Emancipation (age 18)

SOC: Social Security Number

POB: Place of Birth

SEX: M or F

RAC: Race

HGT: Height (i.e. 506)

WGT: Weight (i.e. 160 or 095)

EYE: Eye color

HAI: Hair color

SKN: Skin Complexion

SMT: Scars, marks, tattoos. A detailed description should be included for entry into the misc. field.

FBI: FBI number (not typically assigned in youth cases)

FPC: Fingerprint classification (not typically assigned in youth cases)

MNU: Miscellaneous number, such as Juvenile Offender Number (JO#)
OLS: Driver license state
OLN: Driver license number
OFF: Offense Code (**8100 – Escape from Custody or 8101 Abscond While On Parole**)
Brief information describing original offense is required for entry (OOC.)
DOW: Date of warrant or certificate to detain
OCA: Originating Case Agency Number
(*Pine Hills will assign a number to the certificate to detain upon receipt*)
LIC: Vehicle License Number, if the youth possesses a car
LIS: Vehicle License State
LIT: License Type (*to be verified by PHYCF staff by RQ*)
VIN: To be verified by PHYCF Staff by RQ
VYR: Vehicle Year
VMA: Vehicle Make (i.e. Ford)
VMO: Vehicle Model (i.e. Mustang)
VST: Vehicle Style (i.e. 4-door, coupe)
VCO: Vehicle Color
MIS: Miscellaneous information concerning cautions, health conditions that might endanger the youth, descriptions of scars, marks, tattoos, or other identifying traits.
Authority: Jim Hunter (*for purposes of entry, the agency head for the CJIN terminal*).

Cancel, entered by, modify, date, and cleared are all areas for Pine Hills staff to complete.

Please include any known alias names, dates of birth, and social security numbers at the bottom of the form.

Please include your full first and last name at the bottom of the form.

Canceling, clearing, modifying information for the computer entry.

Certificates to detain that are discovered to be invalid and/or not executed **must** be canceled by immediately faxing a request to cancel the entry to Pine Hills.

Certificates to detain that are executed by Department personnel will be cleared from the system by faxing either the completed certificate or a signed request to clear the wanted entry. Certificates to detain that are executed by law enforcement will be cleared through the CJIN system.

Any modifications that might occur to the original entry, such as corrected information, should be faxed immediately to Pine Hills.

Please direct any questions or concerns regarding the Pine Hills CJIN Terminal to:
Chief of Care and Custody 406-233-2266 or Administrative Officer 406-233-2291